

CONCORD UNIVERSITY BOARD OF GOVERNORS
POLICY NO. 40
CRITERIA AND A PROCEDURE FOR FACULTY TENURE

- SECTION 1.0 GENERAL
- 1.1 Scope: This policy establishes criteria and a procedure for faculty tenure.
- 1.2 Authority: WV Code 18B-2A-4; HEPC Procedural Rule Series 9
- 1.3 Effective Date: November 6, 2007
- 1.4 Approved by: West Virginia Higher Education Policy Commission
- SECTION 2.0 PURPOSE
- 2.1 To establish Concord University criteria and a procedure for granting faculty tenure.
- 2.2 To affirm and ensure that:
- 2.2.1 The University complies with state code and HEPC rules.
- 2.2.2 Any Faculty tenure quotas are forbidden.
- 2.2.3 Position candidates are advised of the likelihood of future tenure appointment for the position
- 2.2.4 Every discipline offering a major should have at least one tenured faculty member if that faculty meets all institutional requirements and recommendations for tenure.
- 2.2.5 All tenured faculty receive the promotions afforded by an appointment with tenure.
- SECTION 3.0 CRITERIA FOR FACULTY TENURE
- 3.1 Tenure is not granted automatically or solely because of the length of service but results from action by the University based upon evidence of an individual's qualifications and an estimate of Concord University's long-term goals and needs.
- 3.2 As a general policy, tenure will not be recommended for an individual without the terminal degree in his/her field. If a tenure appointment is made without a terminal degree, it must be with the understanding that promotion above the rank of Associate Professor is not to be expected, except in the case of a retirement promotion.
- SECTION 4.0 PROCEDURE FOR THE GRANTING OF FACULTY TENURE
- 4.1 Prior to the beginning of the academic year in which the faculty member will complete the final year of tenure track service, a reminder of this fact is sent from the Office of the Vice President and Academic Dean to the candidate and to his/her department and/or division chair.

- 4.2 An application for tenure may be initiated by the chair or by the candidate, who submits his/her request to the Division Personnel Committee. Such an application may be made earlier than the penultimate year of tenure track service.
- 4.3 The Divisional Personnel Committee is described in the Concord University Board of Governors Policy 39.
- 4.4 The Division Personnel Committee will:
 - 4.4.1 Ask the candidate and other appropriate sources for information upon which a tenure decision will be based. Input from colleagues within the academic discipline will be weighed with particular care.
 - 4.4.2 Evaluate this information.
 - 4.4.3 Make a recommendation to grant or deny an appointment with tenure.
- 4.5 Criteria that the Division Personnel Committee will consider are:
 - 4.5.1 Teaching effectiveness
 - 4.5.2 Professional growth and development
 - 4.5.3 Working relationships
 - 4.5.4 Service to Concord University
 - 4.5.5 Community service
 - 4.5.6 The weight of any criterion is the prerogative of the particular division.
- 4.6 A recommendation to grant tenure requires an affirmative vote by at least two-thirds of the eligible voting members of the Division Personnel Committee. The sequence of review and recommendation is:
 - 4.6.1 From Division Personnel Committee to department chair (where one exists)
 - 4.6.2 From department to division chair
 - 4.6.3 From division chair to Vice President and Academic Dean
 - 4.6.4 From Vice President and Academic Dean to President
 - 4.6.5 The President shall receive all recommendations prior to February 15.
- 4.7 At each step in the review and recommendation process, a written report explaining the recommendation shall be sent to the next level of review, with a copy of the report given to the candidate. All such recommendations, whether positive or negative, shall be forwarded to the President.
- 4.8 The Office of the President will inform all applicants for tenure of the decision(s) to grant or deny tenure. The applicants will receive such notification no later than the date of spring commencement in the academic year in which they apply.
- 4.9 Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Advancements in rank, salary increments, or

continuation of particular courses or assignments, including department and division chairs, do not have tenure in those positions, but may achieve tenure as teachers through their service to Concord University.